

## INSTRUCTIONS FOR COMPLETING FORM SI-100

For faster processing, the required statement for most corporations can be filed online at <https://businessfilings.ss.ca.gov>. Alternatively, statement forms are available on the Secretary of State's website at <http://www.ss.ca.gov/business> and can be viewed, filled in and printed from your computer. Completed forms along with the applicable fees can be mailed to Secretary of State, Statement of Information Unit, P.O. Box 944230, Sacramento, CA 94244-2300 or delivered in person to the Sacramento office, 1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor, Sacramento, CA 95814. If you are not completing this form online, please type or legibly print in black or blue ink. This form should not be altered.

Every **domestic nonprofit corporation** shall file a Statement of Information with the Secretary of State, within 90 days after filing of its original Articles of Incorporation, and biennially thereafter during the applicable filing period. The applicable filing period for a corporation is the calendar month during which its original Articles of Incorporation were filed and the immediately preceding five calendar months. A corporation is required to file this statement even though it may not be actively engaged in business at the time this statement is due. Changes to information contained in a previously filed statement can be made by filing a new form, completed in its entirety.

Statutory filing provisions are found in California Corporations Code sections [6210](#), [8210](#), or [9660](#), unless otherwise indicated. Failure to file this Statement of Information by the due date may result in the assessment of a \$50.00 penalty. (Corporations Code sections [6810](#), [8810](#) or [9690](#); Revenue and Taxation Code [section 19141](#))

Every domestic nonprofit corporation formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must also file a Statement By Common Interest Development Association ([Form SI-CID](#)) together with the biennial Statement of Information. (California Civil Code [section 1350](#), et seq.) Both forms are available on the Secretary of State's website at <http://www.ss.ca.gov/business>.

**FILING FEES:** The fee for filing the initial or biennial Statement of Information is **\$20.00**. Checks should be made payable to the Secretary of State. If this statement is being filed to amend any information on a previously filed statement and is being filed outside the applicable filing period, as defined above, **no fee** is required.

**COPIES:** The Secretary of State will endorse file one copy of the statement if an exact copy is submitted along with the statement to be filed. Copies submitted with the statement to be filed can be certified upon request and payment of the \$8.00 per copy certification fee.

### **Complete the Statement of Information (Form SI-100) as follows:**

**Item 1.** Please do not alter the preprinted name. If the corporate name is not correct, please attach a statement indicating the correct name and the date the name change amendment was filed with the Secretary of State. If blank, enter the name of the corporation **exactly** as it is of record with the California Secretary of State.

**Item 2.** Enter the complete street address, city and zip code of the corporation's principal office in California, if any. Please do not enter a P.O. Box or abbreviate the name of the city. This address will be used for mailing purposes if provided; if not, the address of the chief executive officer will be used. Note, a credit union must enter the street address of the corporation's principal office, if any, whether the office is located in or outside of California.

**Items 3-5.** Enter the name and complete business or residential address of the corporation's chief executive officer (i.e., president), secretary and chief financial officer (i.e., treasurer). Please do not abbreviate the name of the city. The corporation must have these three officers. Any number of offices may be held by the same person unless the articles or bylaws provide otherwise, except, in the case of a nonprofit *public benefit* or *religious* corporation, neither the secretary nor the chief financial officer may serve concurrently as the president or chairman of the board. (Corporations Code sections [5213](#) or [9213](#)). Please note, unless the articles or bylaws provide otherwise, the president, or if there is no president, the chairman of the board, is the chief executive officer of the corporation. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.

**Item 6.** Enter the name of the agent for service of process in California. An agent is an individual (director, officer or any other person, whether or not affiliated with the corporation) who resides in California or another corporation designated to accept service of process if the corporation is sued. The agent **must** agree to accept service of process on behalf of the corporation prior to designation.

If another corporation is designated as agent, that corporation must have previously filed with the Secretary of State, a certificate pursuant to Corporations Code [section 1505](#). Note, **a corporation cannot act as its own agent** and no domestic or foreign corporation may file pursuant to section 1505 unless the corporation is currently authorized to engage in business in California and is in good standing on the records of the Secretary of State. In addition, a **credit union** must name an **individual** to act as agent for service of process. There is no statutory authority for a credit union to designate a corporation as agent.

If an individual is designated as agent, complete Items 6 and 7. If a corporation is designated as agent, complete Item 6 and proceed to Item 8 or Item 12, as applicable (do not complete Item 7).

**Item 7.** If an individual is designated as agent for service of process, enter a business or residential address in California. Please do not enter "in care of" (c/o) or abbreviate the name of the city. Please do not enter an address if a corporation is designated as agent.

**Common Interest Development Corporations:** Corporations formed to manage a common interest development under the Davis-Stirling Common Interest Development Act (for example, a homeowners' association) must complete Items 8-11. In addition, the corporation must file a Statement by Common Interest Development Association ([Form SI-CID](#)).

**Item 8.** Check the box only if the corporation is formed to manage a common interest. If the corporation is not formed to manage a common interest development, do not check the box and proceed to Item 12.

**Item 9.** Enter the complete address, city, state and zip code of the business or corporate office of the association, if any. Please do not abbreviate the name of the city.

**Item 10.** If the business or corporate office is not on the site of the common interest development, enter the name of the front street and nearest cross street for the physical location of the common interest development, including the nine-digit zip code.

**Item 11.** Enter the name and complete address of the association's managing agent, if any. Please do not abbreviate the name of the city.

**Item 12.** Type or print the name and title of the person completing this form and enter the date this form was completed.



# State of California Secretary of State

## STATEMENT OF INFORMATION (Domestic Nonprofit Corporation)

**N****Filing Fee \$20.00. If amendment, see instructions.****IMPORTANT — READ INSTRUCTIONS BEFORE COMPLETING THIS FORM****1. CORPORATE NAME** (Please do not alter if name is preprinted.)

This Space For Filing Use Only

**DUE DATE:****COMPLETE PRINCIPAL OFFICE ADDRESS** (Do not abbreviate the name of the city. Item 2 cannot be a P.O. Box.)**2. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY.** CITY STATE ZIP CODE**CA****NAMES AND COMPLETE ADDRESSES OF THE FOLLOWING OFFICERS** (The corporation must have these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)**3. CHIEF EXECUTIVE OFFICER/** ADDRESS CITY AND STATE ZIP CODE**4. SECRETARY/** ADDRESS CITY AND STATE ZIP CODE**5. CHIEF FINANCIAL OFFICER/** ADDRESS CITY AND STATE ZIP CODE**AGENT FOR SERVICE OF PROCESS** (If the agent is an individual, the agent must reside in California and Item 7 must be completed with a California address. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to Corporations Code section 1505 and Item 7 must be left blank.)**6. NAME OF AGENT FOR SERVICE OF PROCESS****7. ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL** CITY STATE ZIP CODE**CA****DAVIS-STIRLING COMMON INTEREST DEVELOPMENT ACT** (California Civil Code section 1350, et seq.)**8.** ☐ Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act and proceed to Items 9, 10 and 11.**NOTE:** Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.**9. ADDRESS OF BUSINESS OR CORPORATE OFFICE OF THE ASSOCIATION, IF ANY** CITY STATE ZIP CODE**10. FRONT STREET AND NEAREST CROSS STREET FOR THE PHYSICAL LOCATION OF THE COMMON INTEREST DEVELOPMENT** 9-DIGIT ZIP CODE  
(Complete if the business or corporate office is not on the site of the common interest development.)**11. NAME AND ADDRESS OF ASSOCIATION'S MANAGING AGENT, IF ANY** CITY STATE ZIP CODE**12. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.**

TYPE OR PRINT NAME OF PERSON COMPLETING THE FORM

SIGNATURE

TITLE

DATE